



Certificate of Eligibility – South Dakota Migrant Education Program

Name of School District:

An electronic copy of this COE can be downloaded at <http://doe.sd.gov/oess/title/lpartc/index.asp>

FAMILY DATA

1A. Father/Guardian (Last, First, Middle Name):	2A. Street Address:
1B. Mother/Guardian (Last, First, Middle Name):	2B. City: State: Zip Code:
1C. Self-Eligible Youth (Last, First, Middle Name):	2C. Home or Employer or Contact Phone Number:

CHILD DATA

3. Name of Child/Youth (Last, First, Middle)	4. Sex	5. Birthdate / /	6. VER.	7. Grade	8. Race Code	9. SIMS # (9 digits)	10. Birth Place City/State/Country

ELIGIBILITY DATA

11. The family moved from: (school district, city, state/country)	12. Parents Qualifying Activity at previous residence: (use codes on reverse side)	12 (a). Number of months at previous residence:	13. Date Arriving in District/State: Qualifying Arrival Date (QAD) ____/____/____
14. The above child(ren) moved: <input type="checkbox"/> with parent <input type="checkbox"/> to join parent <input type="checkbox"/> on his/her own	15. Place/location of current qualifying employment:	16. School Enrollment Date: ____/____/____	
17. The parent(s)and/or child(ren) moved in order to: <input type="checkbox"/> enable parent/youth to obtain: <input type="checkbox"/> enable parent/youth to seek (intent only): <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal AND <input type="checkbox"/> Agricultural <input type="checkbox"/> Fishing employment Qualifying Activity at time of enrollment (Use the codes on reverse side):	19. Comments:		
18. Identify and describe other work (in addition to agricultural or fishing work), if any, in which household members are engaged (Primary Means Of Livelihood).	20. A child absent from school for ten (10) consecutive days must reenroll in the MEP. Please explain the reason for the child's absence.		

21. ☐ YES ☐ NO Based on the interview, the interviewer has determined that the qualifying work is an important part of providing a living for the worker and his or her family (Primary Means of Livelihood)..
22. ☐ YES ☐ NO Based on the interview, the interviewer has determined that the work engaged in by this worker is either temporary, seasonal agricultural or fishing work or the worker views this activity as a temporary task.
23. ☐ YES ☐ NO The person(s) identified has/have been informed of the Family Educational Rights and Privacy Act and told that the child(ren)'s records may be sent to other schools where the child intends to enroll.
24. ☐ YES ☐ NO Based on information obtained during the interview, it has been determined that the family engages in a migratory lifestyle.
- Explain a "NO" answer to Questions 21 through 24 here:**

☛ Parent signature is not mandatory, but a good practice. All COE's must be signed by the interviewer and a district representative (superintendent/principal/director)

Parent Signature: _____ Date: _____ Interviewer: _____ Date: _____

Signature of Certified LEA Representative: _____ Title: _____ Date: _____

25. I D & R Review (SEA Use Only)

State Director:

Initials: _____

Date: _____

☐ Eligible

☐ Not Eligible

ID&R Coord.

Initials: _____

Date: _____

☐ Eligible

☐ Not Eligible

Keep a copy of COE for your records; Send original COE w/ signatures to: Migrant Education Program, SD Dept of Education, 700 Governors Drive, Pierre SD 57501-2291

Revised: 04-01-08

See reverse for instructions on completion of the COE and COE codes.

**South Dakota Migrant Education Program
Temporary or Seasonal Agricultural Qualifying Activity Code List**

Beef Processing A-00.....Intent Only A-01.....Pen Rider A-02.....Cattle Sorter A-03.....Slaughter A-04.....Skinner A-05.....Evisceration A-06.....Meat Cutter A-07.....Packager A-08.....Processor/Transporter A-09.....Other (specify) A-10.....Rover A-11.....Combing Fertilizer Plant B-00.....Intent Only B-01..... B-02.....Application B-03.....Other (specify) Feed Lot C-00.....Intent Only C-01.....Cattle Handler C-02.....Pen Cleaner C-03.....Feeder C-04.....Feed Preparation C-05..... C-06.....Other (specify) Elevator/Feed Mill D-00.....Intent Only D-01..... D-02.....Fertilizer Application D-03.....Grain Drying D-04.....Feed Mixing D-05.....Other (specify) Alfalfa Mill E-00.....Intent Only E-01.....Planting E-02.....Cutting E-03.....Chopping E-04.....Bailing E-05..... E-06.....Spraying E-07.....Pellet Production E-08.....Irrigation E-09.....Other (specify)	Soybeans G-00.....Intent Only G-01.....Bed Preparation G-02.....Planting G-03.....Cultivating G-04.....Irrigation G-05.....Harvesting G-06.....Hauling (specify) G-07.....Other (specify) Wheat G-10.....Intent Only G-11..... G-12.....Bed Preparation G-13.....Planting G-14.....Cultivating G-15.....Irrigation G-16.....Harvesting G-17.....Hauling (specify) G-18.....Other (specify) Corn G-20.....Intent Only G-21.....Bed Preparation G-22.....Planting G-23.....Cultivating G-24.....Irrigation G-25.....Harvesting G-26.....Hauling (specify) G-27.....Other (specify) Sunflowers G-30.....Intent Only G-31.....Bed Preparation G-32.....Planting G-33.....Cultivating G-34.....Irrigation G-35.....Harvesting G-36.....Hauling (specify) G-37.....Other (specify)	Milo or Sorghum G-40.....Intent Only G-41.....Bed Preparation G-42.....Planting G-43.....Cultivating G-44.....Irrigation G-45.....Harvesting G-46.....Hauling (specify) G-47.....Other (specify) Ensilage Production G-50.....Intent Only G-51.....Bed Preparation G-52.....Planting G-53.....Cultivating G-54.....Irrigation G-55.....Harvesting G-56.....Hauling (specify) G-57.....Other (specify) Popcorn G-60.....Intent Only G-61.....Bed Preparation G-62.....Planting G-63.....Cultivating G-64.....Irrigation G-65.....Harvesting G-66.....Hauling (specify) G-67.....Other (specify) Honey Bees HB-00.....Intent Only HB-01.....Hive Preparation HB-02.....Hive Care HB-03.....Harvesting Honey HB-04.....Other (specify) Orchard: Apples J-00.....Intent Only J-01.....Harvesting J-02.....Hauling (specify) J-03.....Other (specify) Peaches J-09.....Intent Only J-10.....Harvesting J-11.....Hauling (specify) J-12.....Other (specify)	Pears J-19.....Intent Only J-20.....Harvesting J-21.....Hauling (specify) J-22.....Other (specify) Vineyard L-00.....Intent Only L-01.....Harvesting L-02.....Pruning L-03.....Hauling (specify) L-04.....Processing L-05.....Other (specify) Logging LL-00.....Intent Only LL-01.....Harvesting LL-02.....Hauling (specify) LL-03.....Other (specify) LL-04.....Planting LL-05.....Pruning Food Processing M-01.....Fresh Food M-02.....Other (specify) M-03.....Cheese Processing M-10.....Soup Processing Dairy N-00.....Intent Only N-01.....Other (specify) N-02.....Feeding N-03.....Calving N-04.....Milking N-05.....Dehorning Truck Farming O-00.....Intent Only O-01.....Turnips O-02.....Beets O-03.....Tomatoes O-04.....Sweet Corn O-05.....Lettuce O-06.....Onions O-07.....Cucumbers O-08.....Carrots O-09.....Potatoes O-10.....Strawberries	O-11.....Melons O-12.....Beans O-13.....Peppers O-14.....Squash O-15.....Spinach O-16.....Okra O-17.....Other (specify) Nursery Stock P-00.....Intent Only P-01.....Irrigation P-02.....Potting P-03.....Cultivating P-04.....Fertilizer Application P-05.....Weeding P-06.....Thinning P-07.....Pruning P-08.....Other (specify) Pheasant Farming PF-00.....Intent Only PF-01.....Nest Preparation PF-02.....Feeding PF-03.....Harvesting Birds PF-04.....Other (specify) Poultry PL-00.....Intent Only PL-01.....Pullet Care PL-02.....Layer Hen Care PL-03.....Egg Processing PL-04.....Other (specify) PL-05.....Slaughter PL-06.....Evisceration PL-07.....Deboning PL-08.....Packaging Rouging (Weeding Crops) Q-00.....Intent Only Q-01.....Milo Q-02.....Corn Q-03.....Other (specify)	Ranching R-00.....Intent Only R-01.....Working Cattle R-02.....Feeding Cattle R-03.....Fencing R-04.....Hauling/driving R-05.....Other (specify) Pork Processing S-00.....Intent Only S-01.....Slaughter S-02.....Skinner S-03.....Meat Cutter S-04.....Packager S-05.....Evisceration S-06.....Other (specify) Turkey Processing T-00.....Intent Only T-01.....Deheading T-02.....Plucking T-03.....Evisceration T-04.....Washing T-05.....Deboning T-06.....Processing T-07.....Packaging Farm Hand X-00.....Intent Only X-01.....General Labor X-02.....Other (specify) Sheep Shearing SS-00.....Intent Only SS-01.....Shearing Goat Shearing GS-00.....Intent Only GS-01.....Shearing Potato Harvest PH-00.....Intent Only PH-01.....Harvesting PH-02.....Sorting PH-03.....Hauling (specify) PH-04.....Processing PH-05.....Other (specify)
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Explanation of Required Information

1. A-C Enter names of both parents if living together; indicate if parent or self-eligible youth. 2. A-C Enter current address and home phone number. 3. Enter children's full names who have same QAD as parents [see # 13] 4. Use M or F 5. Enter birthdates of all listed children, use a 6 digit entry [01/01/01] 6. Verification code – see list below 7. Grade code – see list below 8. Race code – see list below 9. SIMS ID# - 9 digits 10. Birth Place City/State/Country 11. Enter the school district, city, state or country from which the parent and children moved prior to their present residence. 12. Record the activity at their previous residence that qualified this family as migrant. 12 (a). Insert the number of months the family resided at their previous residence. 13. Qualifying Arrival Date (QAD) is the date the family unit or self-eligible youth arrived at the place where the qualifying work is sought or performed. If the child(ren) precedes the parent, or worker, the QAD is the date the parent arrived. If the parent, or worker, precedes the child(ren) the QAD is the date the child(ren) arrives. Different QADs require a separate COE. 14. Choose one – child moved with/to join/on his(her)own 15. Name of employer and city in which they are located.	16. Record date child(ren) enrolled in school 17. Check either "to obtain" or "to seek" depending on the interview with the worker. Check either Temporary or Seasonal employment and check either agricultural or fishing employment. Insert qualifying activity code from the above list. 18. List other work household members hold 19. Comments – clarification/back history. Explain any item that might not be clear to the person who will review this verification form. 20. Record the reason for a child's absence from school if those reasons are due to a migratory lifestyle. 21. Determine if the qualifying work is a primary means of livelihood for the family – check Yes or No 22. Based on the information noted in item 17, check the appropriate box. 23. Check the appropriate box when FERPA rights have been explained to the parent. 24. Review the information contained in the COE to determine that the family engages in temporary/seasonal qualifying work as a primary means of livelihood.
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COE Codes

Cell #6: Verification of Birth B – Birth Certificate P – Verbal confirmation by a parent or guardian S – Self (verbal confirmation from the child) D – Document other than the birth certificate such as baptismal certificate, immunization record, school record O – Other – clarify in Comments cell # 19	Cell #7: Grade Classification P0 – P5 – Preschool age 0-5 years K – Kindergarten 1-12 – Grade level UG – Ungraded (includes SPED students / self-eligible youth) Cell #8: Race Codes 1 – American Indian / Alaska Native 2 – Asian / Pacific Islander 3 – Black (Not Hispanic) 4 – Hispanic 5 - White (Not Hispanic)
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An electronic copy of this certificate of eligibility is available by calling 605.773.3218 or logging on to: <http://doe.sd.gov/oess/title/lpartc/index.asp>